Instructions for customizing the flyer:

Parent Information about Adolescent Inhalant Use in Arkansas

1. Change "Arkansas" to "Your Town" in these places:
   - Title
   - Subtitle
   - Second **bolded** header (Facts about inhalant use in Arkansas)

2. Review your most recent local APNA data (www.arkansas.gov/dhs/dmhs/adap_survey.htm) and answer the following questions:

   - What is the "lifetime use" of inhalants in your area?
   - What is the "past 30 day use" of inhalants in your area?
   - How does inhalant use compare with other drug use in your area?
   - What else is interesting about inhalant use in your area (look at differences among grade levels, trends from previous years, etc)?

3. Change the *bulleted points* in the middle section (Facts about….):

   Your new *bullet points* should reflect your local information—the answers to the questions in #2 above. Be sure to update the references at the bottom of the page, to show readers where, and what year, you obtained your data.

4. Add your local data to the graph. To do this: Single click on the graph to select it. Double click on the graph to open it. The Excel datasheet should appear. If it does not, be sure that the graph is highlighted (click on it), and then select "Datasheet" from the "View" menu at the top of your page. Once the data sheet is opened, you will create a new row of data for your area. Type the name of your area (Region Five, or Scott County, for example), in the cell underneath "Arkansas." Add your figures (30 day inhalant use) for each grade level. Click on the red X. The graph should now display your local data, with the state and national data.

5. Look at the text inside the blue arrow. Is there a local statement that can be made (for example: "The rate of past 30-day inhalant use in Scott County is higher than the National rate.")?

6. Insert your local contact information at the bottom, replacing the ADAP information.

7. Insert your organization or coalition's logo, replacing the DHS logo.

8. Modify the "created on" date to reflect the date the local document was created (with future revisions, change "created" to "revised" and enter the revision date).

9. Save your document with a new name, to preserve the original template for later use.